READ THIS SYLLABUS CAREFULLY. YOU ARE RESPONSIBLE FOR KNOWING THIS INFORMATION!

Prerequisite: Placement examination, a grade of C- or higher in Math 099, or an SAT Math score of 530-570.

Students For Whom The Course is Intended: This Math 103 course is intended for the student who needs to take Math 103 and whose program of studies requires the need for Pre-calculus. If your program of studies does not require the need for Pre-calculus then you should consider switching to Math 102, Applied Algebra.

Course Description: An enhancement of algebraic skills including factoring polynomials, simplifying rational expressions, solving quadratic and higher order equations, and reasoning with linear, quadratic, and higher order polynomial functions. This course is a prerequisite for Math 115, Math 116, Math 119, and Math 124. No credit given to students with credit for Math 115, 116, 119, 123, 124, 125, 135, or 152. This course can be used for General Education credit for Skill Area II but may not be used to meet requirements for a major, a minor, or certification in Mathematics. General education credits will not be given for both Math 102 and Math 103.

You must earn a C- or higher in Math 103 to meet the prerequisite for any Skill Area II general education course. Note that a grade of B- is a prerequisite for Math 119.

Instructor: Nijazi Jashari

Email: njashari@ccsu.edu

Phone # (860) 202-3721 (text only)

Class Meeting Times: TR 3:05pm - 4:20pm Room MS 223 in Campus (43664) & Online Synchronized using Blackboard Collaborate or WebEx (42971) (Attendance will be taken)

Office Hours: TR 4:25 pm – 5:25 pm. Note that I will also be available at other times by appointment: Tuesdays and Thursdays anytime between 1:00pm -3:00pm.

MyMathLab Course ID: jashari05866

Textbook: The required text for our class is 'College Algebra', sixth edition by Rockswold.
One option is to purchase a hard copy (available in the bookstore) which also includes an access code for ‘MyMathLab’, the online homework system. A second option is to only purchase the access code to ‘MyMathLab’ since the e-book is included with the purchase of ‘MyMathLab’

Note that MyMathLab codes are author specific and purchasing them other than at the college bookstore or directly from Pearson means that the code may not work in our course. To enroll in MyMathLab go to www.MyMathLab.com and when you register you will need to enter the Course ID which is: jashari05866

**Course Requirements:** Attend and participate in class regularly, complete homework assignments as assigned, and take quizzes and tests as scheduled. A general rule for any college course is that you are expected to put in at least 2 hours of work outside of class for every hour in class.

**Calculator Use:** A graphing calculator is required for this course. I will be using a TI-84 Plus. Note that certain problems on quizzes and exams will require its use.

**Cell phones and other communication devices:** Cell phones and other communication devices are not to be used during class, exams, or quizzes unless special accommodations are necessary or have been authorized by the instructor. **NO TEXTING IS PERMITTED WHILE CLASS IS IN SESSION.**

You need to have access to a computer having the following minimum technological capabilities:

a. A strong, reliable Internet connection

b. **Google Chrome browser.** This is essential as our online homework software, ‘MyMathLab’, works best with Google Chrome. Also, WebEx works best with Google Chrome.

c. **A Webcam.** If you have a webcam then it needs to be on when I take attendance at the beginning of class and during any quizzes and exams. If you do not have a webcam on your computer, then you have two options. One is to sign out a computer from the IT Department which does include a webcam. There are a limited number of computers available so do not hesitate. For technology issues contact https://www.ccsu.edu/it/

d. **A Microphone**

**IMPORTANT NOTE:** All quizzes and exams will be in class or online and will be recorded. Students must have audio and video active during exams. Therefore, if a student does not have audio and video active during a quiz or an exam, then the student may be required to come in campus to take the exam.
According to Math Department policy, instructors have the option to set up webex meetings with students regarding their work in the course.

University Policies:

1. You must take the final examination at the time specified in the course selection book which is **Tuesday, May 11 from 1:00 am – 3:00 am**.

2. Central Connecticut State University provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for students with documented disabilities on an individualized basis. If you are a student with a documented disability, and would like to request academic accommodations, you are encouraged to contact Student Disability Services (SDS) at 860-832-1952, or email disabilityservices@ccsu.edu. Please visit the SDS website at http://www.ccsu.edu/sds/ to download an Intake form and documentation requirements. Once approved, SDS suggests that students discuss their approved accommodations with their professors, as well as any other additional medical emergency needs. Temporary impairments may also qualify for accommodations. Please note that accommodations are not retroactive and must be requested each semester.

3. The **last day to withdraw** from a course without instructor approval is **Monday, April 19**. It is strongly recommended that students consult with their academic advisors prior to deciding to withdraw. Cessation of attendance notice to the instructor, or telephone calls to the Enrollment Center are not considered official notice of a student’s intention to drop the course.

   After April 19, withdrawals are allowed only under extenuating circumstances and require approval of the course instructor and the department chair. **Poor academic performance is not considered an extenuating circumstance.**

4. Central Connecticut State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, (including pregnancy, transgender status, sexual harassment and sexual assault); sexual orientation; or any other status protected by federal or state laws. Any student who has concerns should contact the Office of Equity & Inclusion (OEI) at 860-832-1652, Student Affairs at 860-832-1601, or his/her faculty member. **The OEI is located on the main floor of Davidson Hall, room 119.**
5. Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors in any form, including but not limited to: sexual assault, sexual exploitation, sexual harassment or stalking, as defined in CCSU policies. For additional information, please consult the CCSU policies at http://www.ccsu.edu/diversity/policies/index.html. **All faculty members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to Pamela Whitley, Title IX Officer, Office of Equity & Inclusion, Davidson Hall, 119.**

To file a report, contact: Equity & Inclusion (860-832-1652), Student Conduct (860-832-1667) or Student Affairs (860-832-1601). For criminal complaints, contact the University Police (860-832-2375).

For support and advocacy contact: Office of Victim Advocacy at 860-832-3795 or jflanagan@ccsu.edu; Student Wellness Services at 860-832-1945 (confidential); Women’s Center at 860-832-1655; the local YWCA’s Sexual Assault Crisis Services Hotline at 860-223-1787 (confidential) and Prudence Crandall Center for Domestic Violence (confidential) at 888-774-2900 (24-hour hotline).

6. All students are expected to demonstrate integrity in the completion of their coursework. Academic integrity means doing one's own work and giving proper credit to the work and ideas of others. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism. Students who engage in plagiarism and other forms of academic misconduct will face academic and possibly disciplinary consequences. Academic sanctions can range from a reduced grade for the assignment to a failing grade for the course. From a disciplinary standpoint, an Academic Misconduct Report may be filed and a Faculty Hearing Board may impose sanctions such as probation, suspension or expulsion.

For further information on academic misconduct and its consequences, please consult the Student Code of Conduct (http://www.ccsu.edu/StudentConduct) and the Academic Misconduct Policy (http://www.ccsu.edu/AcademicIntegrity/).

Resources Available:

1. If you need help, take advantage of my office hours. Do not wait until just before a test to do so.

2. Free tutoring is located in The Learning Center located in Diloretto 316 (D-316). They can be reached at (860) 832-1900. A schedule for the hours the Center is open will be posted soon after the beginning of the semester.

3. Form a study group with other students in your section. Explaining solutions to homework problems to each other is a good way to learn.

4. A list of private tutors for hire is available in the math department office, Room 128, Marcus White, 832-2835.
Evaluation

Minimum averages have been established for each of these grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>C+</td>
<td>77%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
</tr>
<tr>
<td>C</td>
<td>73%</td>
</tr>
<tr>
<td>C-</td>
<td>70%</td>
</tr>
<tr>
<td>D</td>
<td>63%</td>
</tr>
<tr>
<td>D-</td>
<td>60%</td>
</tr>
</tbody>
</table>

The average for the course will be based on the following weights:
There will be 3 exams given, one of which is the final.
The 2 class exams will each count 20% and the final will count 25% of the final grade.
Occasionally there will be short and unannounced quizzes given with problems taken from the homework assignment due that day (numerical values in problems chosen might be changed). The lowest quiz grade will be dropped, and the resulting quiz average will count 10% of the final grade. The online homework grade will count the remaining 20%. The grade on the final, if to your advantage, will replace the lowest in-class test score. Note: There are no make-up exams or make-up quizzes allowed. Therefore, if one regular in-class exam is missed then the grade will be entered as a 0 and the grade on the final will replace that grade. If two in-class exams are missed or the final exam is missed the grade for the course will be an automatic F. Any quizzes missed exceeding the one that will be dropped, as indicated earlier, will be recorded as a 0.

In order to earn a grade of C- or higher in this course, your overall average must be at least 70% (C-) and your score on the final examination must be at least 60%. (The 60% minimum has been set by the Department of Mathematical Sciences.)

No Extra-Credit Assignments will be given to improve a student’s grade. Students are expected to satisfactorily complete all assigned work including: homework, quizzes, labs, tests, and final exam, on the dates they are due, to successfully pass the course.

Central Connecticut State University (CCSU) complies with the letter and spirit of the Federal laws, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act. CCSU Student Disability Services (SDS) staff approves and coordinates reasonable accommodations that provide equal access and educational equity to undergraduates and graduate students who have a documented disability. Through an individual interactive process, SDS arranges reasonable accommodations, auxiliary aids, and modifications to the learning environment and/or campus based on received documentation and functional limitations of the student. While it is advisable that students arrange for accommodations prior to the start of the semester, a request and approval for accommodations can be made at any time during the semester. SDS notifies faculty of approved accommodations through an emailed accommodation letter, and students are copied and advised to discuss class accommodation arrangements with their instructors. SDS provides some auxiliary aids and a proctored testing center for accommodated exams. In some cases, SDS staff may contact and consult with faculty to discuss essential
requirements of a course or program of study. SDS encourages faculty to also call when questions arise about accommodation arrangements. In order to make students aware of Student Disability Services, we encourage faculty to include the following suggested syllabus statement and to bring attention to the statement with a general announcement at the beginning of the semester. SDS appreciates your cooperation and collaboration in ensuring accessibility throughout our campus. Please contact our office if you have any questions or concerns.

Student Disability Services
Willard Hall, Room 201, Stanley Street, New Britain, CT 06050
T: 860-832-1952 F: 860-832-1865: Disabilityservices@ccsu.edu

Suggested Faculty ADA Syllabus Statement:

If you are a student with a documented disability, and would like to request academic accommodations, you are encouraged to contact Student Disability Services (SDS) at 860-832-1952, or email disabilityservices@ccsu.edu. Please visit the SDS website at http://www.ccsu.edu/sds/ to download an Intake form and documentation requirements. Temporary impairments may also qualify for accommodations. Central Connecticut State University provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for students with documented disabilities on an individualized basis.

Equal Opportunity Employer and Educator

Syllabus statements are the first step in communicating expectations with students. The following examples are consistent with University policies and procedures related to the learning environment.

Statement on Discrimination and Harassment
Central Connecticut State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, (including pregnancy, transgender status, sexual harassment and sexual assault); sexual orientation; or any other status protected by federal or state laws. Any student who has concerns about should contact the Office of Equity & Inclusion (OEI) at 860-832-1652, Student Affairs at 860-832-1601, or their faculty member. The OEI is located on the main floor of Davidson Hall, room 119.

Sexual Misconduct, Intimate Partner Violence and Stalking
Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors in any form, including but not limited to: sexual assault, sexual exploitation, sexual harassment or stalking, as defined in CCSU policies. For additional information, please consult the CCSU policy at https://www.ccsu.edu/diversity/policies/index.html. All faculty members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to Pamela Whitley, Title IX Officer, Office of Equity & Inclusion, Davidson Hall, 119.

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